

(Rodneted)

March 10, 2

Exemption 6 Persona

Welcome to the United States Environmental Protec us in our mission to protect human health and to safeguard tl upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-12, step 1, with an annual salary of \$71,901. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 14, 2010. Your appointment is a 2 year appointment, not-to-exceed March 13, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 15, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment. Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Human Resources Specialist

Karen D. Scott

Human Resources Management Division



March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-11, step 1, with an annual salary of \$59,987. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Human Resources Specialist

Karen D. Scott

Human Resources Management Division



March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-13, step 1, with an annual salary of \$85,500. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Karen D. Scott

Human Resources Specialist

Human Resources Management Division



March 13, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a career conditional appointment to a full-time position as a Mining Engineer, GS-880-11, step 10, with an annual salary of \$77,981. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is April 25, 2010.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, April 26, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card, birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee

Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-5440, or the previously-mentioned email.

Sincerely,

Joann H. Kelleher

Joann H. Kelleher Human Resources Specialist Human Resources Management Division



March 10, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-12, step 1, with an annual salary of \$71,901. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 14, 2010. Your appointment is a 2 year appointment, not-to-exceed March 13, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 15, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment. Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Karen D. Scott Human Resources Specialist Human Resources Management Division

	!
1	



March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-11, step 1, with an annual salary of \$59,987. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

**Human Resources Specialist** 

Karen D. Scott

Human Resources Management Division

The state of the s			
		•	



March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-13, step 1, with an annual salary of \$85,500. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a>
These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

1		
Name of the state		
50 Su		

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

**Human Resources Specialist** 

Karen D. Scott

Human Resources Management Division

•



March 13, 2010

# Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a career conditional appointment to a full-time position as a Mining Engineer, GS-880-11, step 10, with an annual salary of \$77,981. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is April 25, 2010.

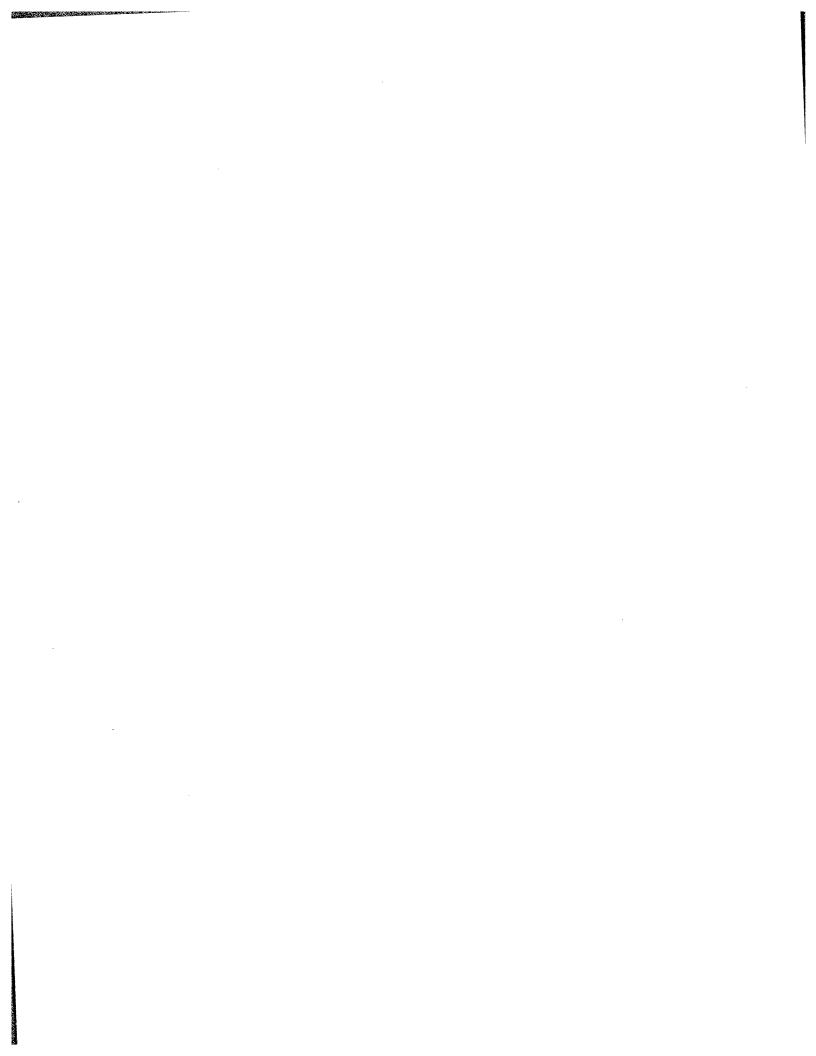
Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, April 26, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card, birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee



Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-5440, or the previously-mentioned email.

Sincerely,

Joann H. Kelleher

Joann H. Kelleher Human Resources Specialist Human Resources Management Division

	•	



March 10, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-12, step 1, with an annual salary of \$71,901. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 14, 2010. Your appointment is a 2 year appointment, not-to-exceed March 13, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 15, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment. Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a>
These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Human Resources Specialist

Karen D. Scott

Human Resources Management Division



March 19, 2010

#### Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-11, step 1, with an annual salary of \$59,987. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a>
These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Human Resources Specialist

Karen D. Scott

Human Resources Management Division



March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-13, step 1, with an annual salary of \$85,500. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="mailto:http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Human Resources Specialist

Karen D. Scott

Human Resources Management Division



March 13, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a career conditional appointment to a full-time position as a Mining Engineer, GS-880-11, step 10, with an annual salary of \$77,981. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is April 25, 2010.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, April 26, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (dumas.lynn@epa.gov). To learn more about EPA before your arrival, visit the Agency website (http://www.epa.gov).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card, birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee

Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-5440, or the previously-mentioned email.

Sincerely,

Joann H. Kelleher

Joann H. Kelleher Human Resources Specialist Human Resources Management Division



March 10, 2010

#### Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-12, step 1, with an annual salary of \$71,901. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 14, 2010. Your appointment is a 2 year appointment, not-to-exceed March 13, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 15, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment. Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

egicu (probabilitation con and decountries and		

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

Karen D. Scott Human Resources Specialist Human Resources Management Division

,		



## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY Research Triangle Park, NC 27711

March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-11, step 1, with an annual salary of \$59,987. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

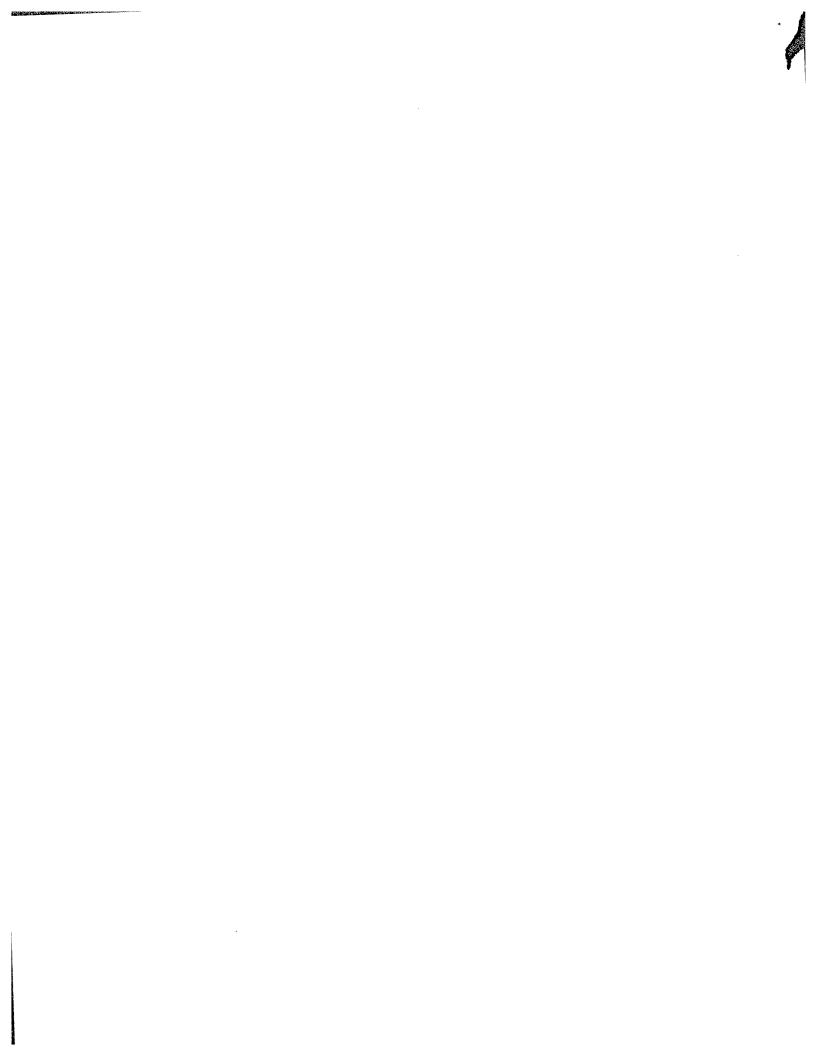
Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card,



birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

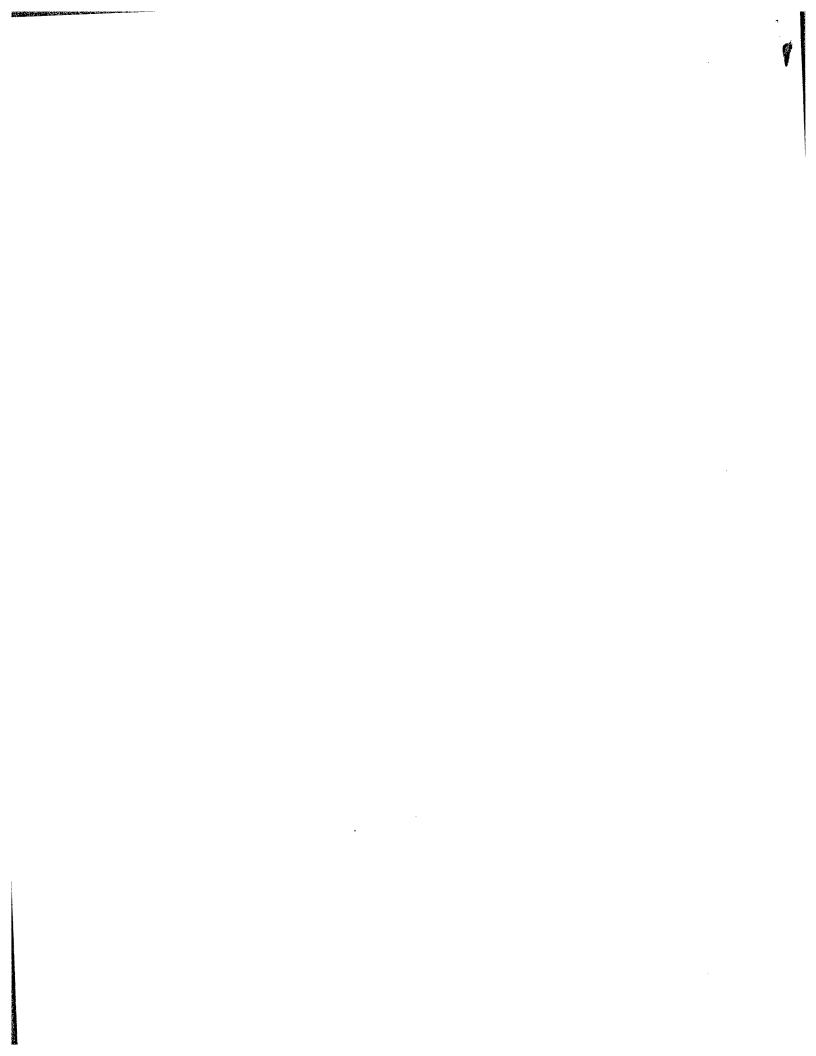
Karen D. Scott

**Human Resources Specialist** 

Karen D. Scott

Human Resources Management Division

cc: Lynn Dumas
Thomas Welborn





## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY Research Triangle Park, NC 27711

March 19, 2010

Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a term appointment to a full-time position as a Physical Scientist, GS-1301-13, step 1, with an annual salary of \$85,500. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is March 28, 2010. Your appointment is a 2 year appointment, not-to-exceed March 27, 2012. It may be extended for 2 additional years.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, March 29, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Term Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a> These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card,

birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-3808, or the previously-mentioned email.

Sincerely,

Karen D. Scott

**Human Resources Specialist** 

Karen D. Scott

Human Resources Management Division

cc: Lynn Dumas
Thomas Welborn



## UNITED STATES ENVIRONMENTAL PROTECTION AGENCY Research Triangle Park, NC 27711

March 13, 2010

## Exemption 6 Personal Privacy

Welcome to the United States Environmental Protection Agency (EPA)! Thank you for joining us in our mission to protect human health and to safeguard the natural environment - air, water, and land - upon which life depends.

This letter confirms our offer and your acceptance of a career conditional appointment to a full-time position as a Mining Engineer, GS-880-11, step 10, with an annual salary of \$77,981. This position is located in Region 4, Water Protection Division, Wetlands, Coastal and Oceans Branch, in Atlanta, Georgia. The effective date of your appointment is April 25, 2010.

Orientation is mandatory before reporting to your work site. Please report for your orientation on Monday, April 26, 2010, at 8:30 a.m., Atlanta Federal Center, 61 Forsyth Street, Atlanta, GA 30303. Upon arrival at Atlanta Federal Center, inform the Guard you are here for new employee orientation with the EPA. Your orientation host is Lynn Dumas (<a href="mailto:dumas.lynn@epa.gov">dumas.lynn@epa.gov</a>). To learn more about EPA before your arrival, visit the Agency website (<a href="http://www.epa.gov">http://www.epa.gov</a>).

There are many forms which you will need to complete for your employment with EPA. You can access those forms on the EPA website at <a href="http://www.epa.gov/ohr/forms/">http://www.epa.gov/ohr/forms/</a> Forms for Incoming Employees, under the heading "Career-Conditional Appointment". Use only black ink when completing and signing the forms, and bring them with you to your Orientation Briefing.

Reimbursement for relocation expenses is not authorized in conjunction with your acceptance of this position. Under this appointment you are entitled to great benefits which include retirement, health and life insurance, annual and sick leave, and many others. Detailed explanations of all benefits can be viewed at: <a href="http://www.opm.gov/insure/health/new\_employees.asp">http://www.opm.gov/insure/health/new\_employees.asp</a>
These benefits will also be explained to you in the orientation where you will be given ample opportunity to ask questions.

Deductions will be made from your salary for federal and state tax and Social Security benefits. EPA employees are paid and accrue leave on a bi-weekly basis. You will be paid biweekly on alternating Tuesdays. You will accrue four hours of annual leave and four hours of sick leave per two-week pay period, accruing approximately thirteen days of annual leave and thirteen days of sick leave each year.

You must complete and bring the remaining forms when you come to orientation. Also, please bring to orientation with you two forms of identification, such as a driver license, Social Security card, birth certificate, or your current U.S. passport for use in the completion of the Form I-9, Employee

			*
,			

Eligibility Verification. A list of acceptable forms of identification is found in the Form I-9.

Your benefits and payroll documents will be processed by the Human Resources Management Division in Research Triangle Park, NC, where your official personnel file (OPF) will be maintained. You will be required to make future payroll and benefit changes through MyPay. A Personal Identification Number (PIN) will be mailed to you after your effective date, and you will receive additional information about MyPay during orientation. You can use this system to make any changes after your initial designations. MyPay can be accessed at <a href="http://www.mypay.gov">http://www.mypay.gov</a>

If you have any questions about your benefits, please contact Penny Thompson, Benefits Assistant, at 919-541-1526, or via email at <a href="mailto:thompson.penny@epa.gov">thompson.penny@epa.gov</a>. Questions about your appointment of this offer letter should be directed to me at 919-541-5440, or the previously-mentioned email.

Sincerely,

Joann H. Kelleher

Joann H. Kelleher Human Resources Specialist Human Resources Management Division

cc: Lynn Dumas
Tom Welborn

			<b>}</b>
	,		
•			